

Reports

include:

- **IEPs Due (by date range)** lists your students based on the last IEP's *Meeting Date* and *Duration Date*.
- **Evaluation Reports Due (by date range)** lists your students (except gifted) whose last ER's *Date of Report* was three years ago (or two for students with *mental retardation* as their Primary Exceptionality).
- **Roster Reports**
 - o **My Roster** lists students assigned to you
 - o **Student's IEP Team** lists the IEP teams for students where you are on the team
- **Transition Report** lists your students (except gifted) who will be 16 or older by Dec. 1 of the selected school year.
- **IEPs Past Due** lists students (except gifted) whose last IEP's *Meeting Date* and *Duration Date* are out of date.
- **IEPs Implemented for MA Eligible Children** displays all MA-eligible children (except gifted) whose *IEP Team Meeting Date* falls within a date range.
- **Transfer Audit Report** displays a transfer history for your district based on the date of transfer.

My Account

allows you to update your phone numbers and email address, change the visual theme of your pages, and change your password.

Logout

officially ends your session. Use this prior to closing your browser.

Desk Reference


for Users

From the horizontal toolbar, you can access most areas and features of IEPWriter. The horizontal toolbar menus include:

My Libraries

adds and edits entries to your personal *My Text Bank* or *My Goals/Objectives Outcomes Bank* for your exclusive use.

- **My Goals/Objectives Outcomes Bank** contains a database of goals and objectives that you maintain for use in IEPs and related documents.
- **My Signature Bank** lists signatures for your use in the IEP (IEP Team), BIP (Signatures), ER (Signatures), and the Invitation To Participate letter (Manage Attendees).
- **My Text Bank** allows you to maintain text entries for use in IEPs and related documents.

Save to the text bank directly from a document with the *Save to Text Bank* icon. 

Before saving the text, insert an asterisk (*) where a student's first name should be. Use choice pairs like him/her, his/hers, he/she, and himself/herself, and the gender selector will automatically choose the right pronoun when you later insert the text.

Adding to My Text Bank or My Goals/Objectives/Outcomes Bank

1. *My Libraries* > Select *bank* > *subject area* > *Add* link.
2. Select optional categories from drop-down menus (Goals only).
3. Type in the text area.
4. Click the **Add** button when finished.

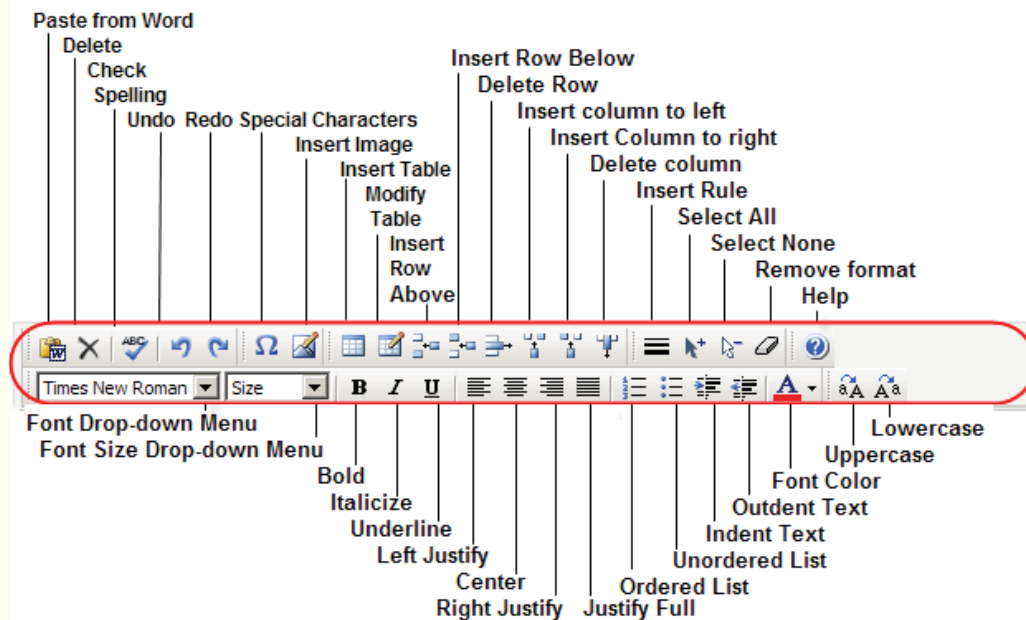
Using My Text Bank or My Goals/Objectives/Outcomes Bank

Insert text into documents using the *Goal*, *Objective*, *Multi-Objectives*, and *Search Text Bank* icons where provided.

1. Click a library icon (see legend, next page).
2. Select either the *District* or *Staff* bank.
3. Select a subject area (sub-category, level) from the drop-down menu or enter keywords, and click the **Search** button.
4. Click the *view/copy* link beside an entry to see it.
5. Click the **Copy text** button to insert it into the field or the **Search again** button to continue searching.

Easy Text Editing

If your district elected to use the rich-text editor, it will display in some text boxes.



Library Icons

- Goal Bank
- Objective Bank
- Multiple Objectives
- Text Bank
- Save to Text Bank
- Change History

Students allows you to *Select Student from List* or *Search for a Student*. Each student record lists *MA Eligible, Health Related Services, Student Type, ID number, DOB, Grade, Name* and *Your Role*. Clicking the student's name takes you to the **Student Home** page, where you can complete the IEP and related documents.

Start a New IEP

1. **Students** > a student's name link > IEP link.
2. Complete required fields.
3. Click **Save and Go to IEP Team**.
4. Use **Add a Signature** or **Add Signatures from Signature Bank** to add signatures.
5. Complete the text areas as necessary.
6. Click **Save and Go to Special Considerations**.
7. Use the check boxes and text area to enter information.
8. Click **Save and Go to Present Levels**.
9. Click **Add a Present Level**.
10. Use the text areas to enter information.
11. Click **Save this Present Level**.
12. When finished, click **Go to Participation in Assessments**.
13. Use the radio button sets, checkboxes and text areas to enter information.
14. When finished, click **Save and Go to Participation in Local Assessments**.
15. Use the radio button sets, checkboxes and text areas to enter information.
16. When finished, click **Save and Go to Transition Services**.
17. Use text areas to add a transition service.
18. When finished, click **Save and Go to Goals and Objectives**.
 - Click **Add**.

- Enter desired text in fields.
- Click **Save this Goal** when finished.
- To complete the goals page, for each area:
 - o Click each (+) sign in turn to expand it.
 - o Click **Add** to add a new item.
 - o Complete all items on the page.
 - o Click **Save**.
 - o Continue this process until all expanded areas are completed, then repeat for subsequent goals.
 - o When you have added all goals, click **Save and Go to Special Education/Related Services**.
- 19. For remaining areas, use checkboxes, text areas, radio button sets, and dropdown menus to add information to the IEP.
- 20. When finished, click **Save and Go to LRE**.
- 21. Use checkboxes, text areas, radio button sets, and dropdown menus to add information to the IEP.
- 22. When finished, click **Save and Go to IEP Team Questions Page 1**.
- 23. Use the text areas to enter information.
- 24. When finished, click **Save and Go to IEP Team Questions Page 2**.
- 25. Use the text areas to enter information.
- 26. When finished, click **Save and Go to IEP Attachment**.
- 27. Use the text areas to enter information. You have the option to attach this information to the IEP.
- 28. When you have finished the IEP, click **Save and Go to IEP Home**.
- 29. Choose **Generate Draft IEP** to create a draft copy with an optional draft watermark.
- 30. When all parties have agreed, click **Finalize IEP** to create a final document that will be implemented.